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AUTHOR Williams, Christine D.
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ABSTRACT

Designed for museum administrators and those in related professions, this guide provides information on relevant resources published or provided by the U.S. Federal Government. The majority of listings are federal resources; any exceptions are noted in the text, and non-government sources are included only when they directly support government resources. A glossary of terms and abbreviations is provided, and entries are included for federal governmental agencies supporting museums; government and non-government periodicals; funding sources; and manuals and pamphlets on managerial concerns. Entries include title, government source, author, publication date, Superintendent of Documents (SU DOCS) number, item number, monthly catalog number, ordering information, price, and summary of contents (for documents) or purpose (for agencies). Agency addresses and telephone numbers are also provided. A listing of sources used to prepare the resource guide is included. (KM)

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A RESOURCE GUIDE
of
MUSEUM MANAGEMENT
for
MUSEUM PROFESSIONALS

Christine D. Williams
IST 607 Prof. Dosa
due: November 7, 1985

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TABLE OF CONTENTS

1. To the User.....	p. 1
2. Glossary of Terms and Abbreviations	p. 4
3. Federal Governmental Agencies Supporting Museums	p. 7
4. Government and Non-government Publications.....	p. 13
5. Funding Sources	p. 19
6. Managerial Concerns.....	p. 26
7. Sources Used to Prepare the Resource Guide	p. 32
8. Appendix A: Federal Depository Libraries.....	p. 34

TO THE USER

This resource guide is specifically created for those people responsible for the management of museums. The term management implies the various steps involved in the administration of the institution, especially the business affairs, including functional areas of policy setting (or policy proposals to the Board of Trustees), personnel management, budgeting and financial planning, disaster planning, and security.

The classical interpretation of the word museums is appropriate for the purpose of this resource guide, namely any institution dedicated to the collection and preservation of culture. It is geared towards historical and art museums, but many of the resources would also be helpful to science museums and botanical and zoological gardens.

It is the author's intent to provide information on the resources published or provided by the United States Federal Government. All listings in this guide are federal resources, with only a few exceptions which are noted in the text. Non-governmental sources were only included when they directly supported governmental resources. There are many excellent publications on museum management from the private sector, but that is not the purpose of this guide, so they have not been included.

It is the opinion of the author that just to provide a bibliographic listing of publications and programs would be of little help. It is necessary for the museum manager to know what he/she is going to find in the source. Unfortunately, that information is not always obvious from the title. A great deal of the time involved in the compilation of this guide has been spent reading the documents themselves and attempting to summarize their contents for the convenience of you, the reader.

An attempt has been made to provide information in an expedient format. The listing-description, listing-description, etc. format has been selected as the easiest for a busy museum manager who doesn't have time for a lot of verbosity, but just needs a little help. This format allows for easy browsing and access at any point in the guide.

Most of the sources provided in this guide are probably located in the depository library closest to you. A complete listing of federal depository libraries has been included at the end of this guide. Not all items are housed in all libraries, but a quick phone call to the library you would like to visit can answer the question. For this purpose, the ITEM NUMBER and Superintendent of Documents Number (SU DOCS NUMBER) have been provided if they are known to the author. In some cases a third number has also been provided called the MONTHLY CATALOG NUMBER. This refers to a government publication titled The Monthly Catalog of United States Government Publications. Knowing this number will make it easier

Page 1

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to locate the document or publication, especially if it is on any type of microform. Many of the listings in this guide do not have this number because they are not listed in the Monthly Catalog.

Unfortunately, government documents are not easy to access in the library setting. Some libraries have separate document collections arranged by their SU DOCS NUMBER while others have them arranged by Library of Congress classification numbers intermixed with the regular collection. Some documents are in hard copy (paper) and others are on microfiche, microcard, or microfilm. All systems could not be described in this guide, therefore, the reader is advised to contact the Documents or Reference Librarians for assistance at the preferred depository library.

Because of the difficulty in locating government documents, much useful information is missed by society, including the museum manager. It is for this reason that addresses and phone numbers have been provided so the busy administrator can easily order these items by mail or phone. When at all possible, it is preferable to order a copy rather than simply viewing it at a depository. Most libraries do not allow government documents to circulate, therefore the user must study it at the library, photocopy it, or copy it in longhand. Obviously, it is preferable to have a copy at your museum which can be written on and taken to the most convenient location for use. The author feels that possession of a document is so important that she has placed the greatest emphasis of this resource guide on documents which are still currently available for purchase.

The Government Printing Office (GPO) distributes thousands of publications produced by the federal government. Thousands more are only available directly from the agency which produced the documents. When ordering from the GPO the user must include the stock number (s/n). When ordering from the agency it is sufficient to ask for a publication by its title only.

All entries in this guide conform to the following format:

TITLE : the title of the publication or document
GOV'T SOURCE : the agency, office, committee, etc which published it
AUTHOR : in a few cases there is an specific author's name (sometimes the source may be listed in indexes or a library card catalog under this name instead of its agency author)
PUBLISHING DATE : when published
SU DOCS NUMBER : number assigned by the U.S. Superintendent of Documents
ITEM NUMBER : distributed to libraries who requested documents in this category
MONTHLY CATALOG NUMBER : entry number in the monthly catalog. Sample: 84-47983 where 84 is the publishing year and 47983 locates the record
ORDERING INFORMATION : address, phone number, and s/n (stock number) if ordered from the GPO (Government Printing Office)
PRICE : most recent price known. Do not order document without verifying price by phoning the GPO or agency publisher or by checking PRE (Publication Reference File, GPO)

Page 2

The graphic presentation of this Resource Guide provides plenty of "white space" which will be useful to the user for notes and memos. Through years of schooling and museum training we are trained to respect books by not marking their pristine pages. It is the author's purpose for this guide to be as useful as possible to the museum manager, therefore, she advises the user to read the guide with pen in hand. This is a resource guide, not a rare book! So, add your resources. The author cannot include every resource, nor can she guarantee the permanence of all listings. This guide will soon cease to be useful as time changes the governmental agencies, programs, and publications. The more personal additions you make to the guide, the more resources the guide will contain.

Sometimes it is easier to understand what an entity contains when one knows what is not included. This may also be the case in this guide, so the author would like to tell the user what he/she will not find herein. References to collections, collections maintenance, interpretation/education, preservation, physical plant operatives, and current legislation have been excluded. There are no listings for state, international, or commercial publications (unless they directly correlate to federal government resources). The museum director, administrator, or business manager are most likely to find beneficial information in this guide, not the curators, educators, registrars, custodians, or docents (although good management principles can be employed in any position).

GLOSSARY OF TERMS AND ABBREVIATIONS

C.F.R. - Code of Federal Regulations.

COLLECTIONS - objects owned, used or loaned by a museum as well as those literary, archival and documentary resources specifically required for the study and interpretation of these objects.

DEPOSITORY LIBRARY - any library or institution which houses Federal government documents and publications. Documents are distributed freely by the government, but libraries bear the expense of cataloging, shelving, preserving, and providing reference service. All depository libraries are open to the public, but few allow the documents to leave the premises. A complete list of Depository Libraries is included in Appendix A at the end of this Guide.

GOV'T - government - Federal government of the United States of America.

GRANTEE - the recipient of a grant.

GRANTOR - the agency awarding the grant.

HUMANITIES - According to the National Foundation on the Arts and Humanities Act of 1965, the word humanities refers to any of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to the relevance of the humanities to the current conditions of national life."

IHS - Institute of Museum Services, an independent agency of the federal government created in 1972 (86 Stat 327; 20 U.S.C 1221) whose purpose is to ease the financial burden borne by museums as a result of their increasing use by the public and to encourage and assist them to carry out their educational and conservation roles as well as other functions and to modernize their methods and facilities. Regulations are located in 45 C.F.R. 1180. The IHS operates under the administrative umbrella of the National Foundation on the Arts and Humanities as of 1981 (95 Stat. 1414.) (see Museum Services Board)

MATCHING FUNDS - grant money given on the contingency that the recipient organization will fund at least half of a project. Some grants are awarded on a 1:1 basis, meaning for every dollar provided by the funding agency the museum must raise an additional dollar. A 1:3 matching grant means the grantor will provide 25 per cent of the project's cost.

MUSEUM - a public or private nonprofit institution which is organized on a permanent basis for essentially educational or aesthetic purposes, with a professional staff, which owns or uses tangible objects, either animate or inanimate, cares for these objects, and exhibits them to the general public on a regular basis.

MUSEUM SERVICES BOARD - The governing board of the Institute of Museum Services. Makes recommendations on policy matters and reviews grant requests. Composed of 15 private citizens, appointed by the President and 5 ex officio members. (see IMS)

NCA - National Council on the Arts - Composed of 27 citizens selected by the President on the basis of their knowledge of the arts, who advise the NEA on policies, programs and procedures. They also review all grant applications and make recommendations for funding. The NCA is advised by 500 citizens organized into support panels. (See NEA)

NCH - National Council on the Humanities - Composed of 27 citizens selected by the President on the basis of their knowledge of the humanities. They advise the NEH on policies, programs and procedures, and review all grant applications. (See NEH)

NEA - National Endowment for the Arts - An independent agency of the federal government, within the Executive branch, created in 1965 to encourage and support American Art and Artists. Operates under the administrative umbrella of the National Foundation on the Arts and Humanities. (See NCA)

NEH - National Endowment for the Humanities - An independent agency of the federal government, within the Executive branch, created in 1965 to encourage and support scholarship, research, education, and public programs in the humanities. Operates under the administrative umbrella of the National Foundation on the Arts and Humanities. (See NCH) (See Humanities)

NATIONAL FOUNDATION ON THE ARTS AND HUMANITIES - the administrative umbrella underwhich the NEA, NEH, and IMS operate. It has no administrative or programming identity separate from its components. Each of the three agencies operates separate programs administrated independently of the other two. Was created on Sept. 29, 1965 when President Johnson signed P.L. 89-209, known as the National Foundation on the Arts and Humanities Act of 1965 (79 Stat. 845, 20 U.S.C. 951 note). Its purpose was to encourage and support national progress in the humanities and the arts. Two separate, but closely cooperating agencies were formed - the NEA and the NEH. The National Council on the Arts and Humanities was to serve the governing function to eliminate politics from the pursuit of culture. The Institute of Museum Services was added later. This Act marked the first time the federal government had become involved in patronage of the Arts other than charitable employment of the WPA or CETA.

P.L. - Public Law.

Stat. - Statute.

s/n - stock number - necessary for ordering any document from the Superintendent of Documents.

U.S.C. - United States Code.

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FEDERAL GOVERNMENT AGENCIES SUPPORTING MUSEUMS

Fish and Wildlife Service

ADDRESS: Office of Public Affairs, U.S. Fish and Wildlife Service,
Department of the Interior, Washington, D.C. 20240

TELEPHONE: (202) 343 - 5634

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: I 49.-1

ITEM NUMBER FOR ALL PUBLICATIONS: 612-E or 616-A-1

Located within the Department of the Interior, it is hard to believe the Fish and Wildlife Service has anything to do with the museum world. The Service operates and cares for land for the purpose of preserving its animal habitats. In many instances, the land also includes an historical site, landmark, ruin, or battleground. In order to make the best decisions for these cultural resources, the Service publishes information appropriate for the museum manager.

Institute of Museum Services

ADDRESS: 1100 Pennsylvania Ave., NW,
Washington, D.C. 20506.

TELEPHONE: (202) 786-0539

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: NF 4.2:-
(formerly MuS 1.2:-)

ITEM NUMBER OF ALL PUBLICATIONS: 290-N-1

The Institute of Museum Services (IMS), an independent agency within the Executive Branch, was established by Museum Services Act of Congress in 1976 (Title II of the Arts, Humanities and Cultural Affairs Act of 1976, Public Law 94-462, 20 United States Code 961-968) to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The policies and programs of the IMS are determined by the National Museum Services Board, a Presidentially appointed body of 15 voting members.

Page 7

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The IMS has a unique feature among federal grantors. It is the only federal agency which will award grants for regular operating expenses such as secretarial salaries and power bills. Other federal grantors are more concerned with enhancing program and collections.

IMS awards grants through a number of separate programs (1) General Operating Support; (2) Conservation Project; (3) Museum Assessment Program; and (4) Museum Assessment Program II (for collections assessment). Each program has separate application procedures which can be obtained from the IMS.

Federal funding to the IMS has been in danger of elimination each year of the current Reagan administration. Fortunately, each year extensive lobbying has provided for its refunding. According to the November 1985 issue of AVISO (see chapter on Periodicals) the IMS has been renewed in separate bills in the House and Senate with funding levels set at \$21.5 million in fiscal year 1986 (which began October 1, 1985) and an increase of 4 per cent in 1987. A few details still need to be worked out, and a joint resolution is expected soon.

The Regulations underwhich the IMS operates are located in 45 Code of Federal Regulations, Parts 500-1199.

National Endowment for the Arts

ADDRESS: 1100 Pennsylvania Ave., NW.,
Washington, D.C. 20506

TELEPHONE: (202) 682-2000

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: NF 2.-1-

ITEM NUMBER OF ALL PUBLICATIONS: 831-B-2

The National Endowment for the Arts (under the legislative umbrella of the National Foundation on the Arts and Humanities) is an independent agency of the federal government, created in 1965 (P.L. 89-209) to "encourage and support American art and artists." It achieves its mission by awarding grants and matching grants and also through its leadership and advocacy activities.

A 26 member council (National Council on the Arts) appointed by the President oversees the programs and grant awards. Council members are selected on the basis of their knowledge of the arts. When the NEA was created it was intended that the autonomous board would make the best grants possible without the impediments of politics.

In recent years the NEA has been in some jeopardy because the current Reagan administration annually requests very large cuts in appropriations. Private patronage is preferred. However, each year substantial lobbying results in reinstatement of funding. According to the November 1985 issue of AVISO (see chapter on Periodicals), the House and Senate have agreed on funding levels for the next two years. In fiscal year 1986 (beginning Oct. 1, 1985) Congress has approved \$166.6 million with a 4 per cent increase in 1987.

The NEA operates under regulations located in 45 C.F.R. 500-1199.

National Endowment for the Humanities (NEH)

ADDRESS: 1100 Pennsylvania Ave., N.W.,
Washington, D.C. 20506

TELEPHONE: (202) 786-0438

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: NF 3.-1-

ITEM NUMBER FOR ALL PUBLICATIONS: 831-B-1

The National Endowment of the Humanities is an independent agency of the federal government which was created by the National Foundation on the Arts and Humanities Act of 1965 (P.L. 89-209). Although it is an independent agency, it is under the administrative umbrella of the National Foundation on the Arts and Humanities. Its purpose is to encourage and support scholarship, research, education, and public programs in the humanities. (Please see glossary for definition of humanities).

A 26 member council, called the National Council on the Humanities, is appointed by the President to oversee the programs and grant awards of the NEH. At the inception of the agency, it was felt that it should not be restricted by the constraints of politics, so it was decided the council members would be private citizens appointed on the basis of their knowledge of the humanities.

The Reagan Presidency has forced the NEH to lobby heavily each year for funding. The current administration believes support to the arts should come from the private and commercial sectors. However, lobby efforts continue to be successful. According to the November 1985 issue of AVISO (see chapter on Periodicals), the House and Senate have agreed on funding levels for the NEH for the next two years. During fiscal year 1986, which started on October 1, 1985, Congress has awarded \$139.4 million with a 4 per cent increase in 1987. The passage of a joint resolution putting this funding into law is expected soon.

The regulations under which the NEH operates can be located in 45 C.F.R. 500-1199.

National Historical Publications and Records Commission

ADDRESS: National Archives Building, Washington, D.C. 20408

TELEPHONE: (202) 724 - 1083

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: GS 4.14/3:

ITEM NUMBER FOR ALL PUBLICATIONS: 569-A

The National Historical Publications and Records Commission is a program of the National Archives, established in 1968 under P.L. 90-620. It falls under the administrative wing of the General Services Administration. The Commission, which consists of 13 members, reviews and recommends project grants for the historical publications and records programs of Federal, State, and local governments and private nonprofit institutions, mainly universities and research libraries.

Projects range greatly from considering retention and disposition schedules for court records, to identifying corporate and private foundation funding support for historical records work, to creating finding aids to historical document collections. There is always an emphasis on preserving and using documents. They also support microfilming of records.

Funding for this program during 1985 was less than \$4 million dollars. The Reagan Administration has eliminated the line item from its budget for 1986 and the program's fate is currently not known to the author.

National Museum Act

ADDRESS: Arts and Industries Building,
Smithsonian Institution, Washington, D.C. 20560

TELEPHONE: (202) 357 - 2257

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: SI 1.20:-

ITEM NUMBER FOR ALL PUBLICATIONS: 909-D

Administered by the Office of Museum Programs located within the Smithsonian Institution, the National Museum Act's purpose is to make possible a continuing study of museum problems and opportunities, both in the United States and abroad; to encourage research in museum philosophy and techniques; and to provide support for training career employees in museum practices. Major attention is given to conservation proposals.

The National Museum Act is governed by a council of 11 museum professionals who establish policies and evaluate grants. Grants are only awarded on a yearly basis because the Act's funding hinges on annual re-appropriation of funds by Congress. In addition, it is not felt that any museum should come to rely on the National Museum Act for continuing funds, but rather it should provide funds to study or accomplish a project.

No funds are allowable for general expenses or for construction, repair, renovation, or restoration of buildings, facilities, exhibits, including the planning stages.

Grant applications are accepted from (1) museums; (2) academic institutions offering courses in museum theory, practice, and skills; (3) non-profit professional museum-related organizations, institutions, and associations engaged in activities designed to advance museum training, studies, and practices; and (4) individuals employed or sponsored by the organizations described.

National Preservation Program Office (NPPD)

ADDRESS: The Library of Congress, National Preservation Program Office

LM 007, Washington, D.C. 20540

TELEPHONE: (202) 287 - 5213

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: LC 1.35: *R LC 1.12/2

ITEM NUMBER FOR ALL PUBLICATIONS: 785-A or 785-F

The National Preservation Program Office (NPPD) at the Library of Congress was established as the result of a December 1976 planning conference of librarians, conservators, and representatives of government agencies and private foundations. It is especially concerned with the preservation of America's deteriorating paper and library resources. The Library of Congress decided in 1976 to begin the thrust, but it was not until recently that the NPPD was staffed.

The NPPD provides a broad range of programs and technical information for the library/museum community. Those services include: a preservation reference service, audio-visual loan program, and an intern education program. It publishes a variety of helpful literature, much of it free of charge. "Preservation Leaflets" cover preservation issues related to books/archives and other technical subjects.

Page 11

National Park Service

ADDRESS: Office of Public Affairs, National Park Service
Department of the Interior, Washington, D.C. 20240

TELEPHONE: (202) 343 - 7394

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: I 29.-:

ITEM NUMBER FOR ALL PUBLICATIONS: 651 or 648-A or 649 or
648-B or 648-D or 646-J and others.

The National Park Service administers the national parks, monuments, historic sites, and recreation areas for the enjoyment and education of Americans. They publish guides and information on the care and management of historical sites. The Park Service also administers the following programs of interest to the museum manager: the National Register of Historic Places, national historic landmarks, historic preservation, technical preservation services, Historic American Buildings Survey, Historic American Engineering Record, and interagency archeological services.

Office of Museum Programs

ADDRESS: 900 Jefferson Drive SW, Washington, D.C. 20560

TELEPHONE: (202) 357 - 3125

SUPERINTENDENT OF DOCUMENTS CLASS NUMBER: JI 1.-:

ITEM NUMBER FOR ALL PUBLICATIONS: 909 - 910

The Office provides professional guidance and technical assistance to museums on collections and their management, exhibition techniques, educational activities, and operational methods. It conducts training programs for museum professionals, produces and distributes information on museum conservation, and conducts evaluation studies of exhibitions and programs to identify areas and means of improvement. This office administers the National Museum Act. Administered by the Smithsonian Institution.

GOVERNMENTAL AND NON-GOVERNMENTAL PERIODICALS

TITLE : Arts Review
(formerly The Cultural Post, NF 2.11, 84-1717)
GOV'T SOURCE : National Endowment for the Arts
PUBLISHING DATE : since fall 1983, published quarterly
SU DOCS NUMBER : NF 2.13
ITEM NUMBER : 831-B-2
MONTHLY CATALOG NUMBER : 85-1375
ORDERING INFORMATION : Superintendent of Documents, U.S. General
Printing Office, Washington, D.C. 20402 (specify s/n
036-000-80002-0)
PRICE : \$10 per year

This is a new publication, very attractively done, with black and white pictures. It contains feature articles and the latest news from the Arts Endowment, including programs, policy changes, application deadlines, and articles on arts activities of grantees. "Grant Deadlines" section provides vital information for grant applicants. Also reports NEA funding recipients. Covers all the arts including music, dance, literature, and museums.

TITLE : AVISO
(formerly the AAM Bulletin until 1975)
NON-GOV'T SOURCE : American Association of Museums
PUBLISHING DATE : since 1968 - published monthly
ORDERING INFORMATION : AVISO, American Association of Museums, Suite
428, 1055 Thomas Jefferson St. NW, Washington, D.C. 20007. Tel:
(202) 338-5300
PRICE : \$30 or included in membership fee which is a sliding fee of \$25
to more than \$125.

AVISO is probably the best source for current federal affairs effecting museums. This small, newspaper like publication isn't a slick magazine of feature articles. In fact, it contains no feature articles about museum events and techniques at all. Instead, it focuses entirely on the current status of museums, particularly the governmental affairs. Regular columns report on current funding debates in Congress, new legislation, government committee work, and other timely topics. The bibliography of new publications and job openings are especially helpful. AVISO is mailed first class which enhances its timeliness. The American Association of Museums is one of the most influential lobbyists for museums. It has a close working relationship with the federal government, but remains an independent, nonprofit organization. (see Museum News)

TITLE : Folklife Center News
GOV'T SOURCE : Library of Congress - American Folklife Center
PUBLISHING DATE : since Jan. 1978 - published quarterly
SU DOCS NUMBER : LC 39.10
ITEM NUMBER : 818-G-3
MONTHLY CATALOG NUMBER : 84-1685
ORDERING INFORMATION : American Folklife Center, Library of Congress,
Washington, D.C. 20540. tel: (202) 287-6590
PRICE : unavailable

This is a folksy looking newsletter, printed on "old" colored paper. It contains feature stories and information about programs, publications, and procedures involved in the preservation of the culture of rural America.

TITLE : Historic Preservation
NON-GOV'T SOURCE : National Trust for Historic Preservation
PUBLISHING DATE : since 1948, published monthly
ORDERING INFORMATION : National Trust for Historic Preservation, 1785
Massachusetts Ave., NW, Washington, D.C. 20036. Tel: (202)
673-4000
PRICE : \$15 membership fee includes subscription to Historic
Preservation

The National Trust is the only national, private organization chartered by Congress to encourage public participation in the preservation of sites, buildings and objects significant in American history and culture. Their program is supported in part by the U.S. Department of the Interior, under provisions of the National Historic Preservation Act of 1966.

This monthly magazine is an attractive publication with color illustrations. It focuses on preservation efforts throughout America, especially architectural treasures such as homes, theaters, commercial structures, and landmarks (bridges, trains, lighthouses, etc). Discusses funding options and tax advantages to restoring historic properties. Includes practical renovative help, description of conservation/restoration processes (without technical jargon), current literature, events, and ads galore for everything from victorian toys to doorknobs. Some of the inspiring feature stories are nothing short of miraculous.

TITLE : History News
NON-GOV'T SOURCE : American Association for State and Local History
PUBLISHING DATE : since 1946. published monthly
ORDERING INFORMATION : History News, AASLH, 172 Second Ave. N., Suite 102, Nashville, Tenn. 37201.
PRICE : included in membership fee which varies from \$25-40

The American Association for State and Local History (or AASLH) is a non-profit, educational organization dedicated to advancing knowledge, understanding, and appreciation of local history in the United States and Canada. It publishes History News, books, technical reports and other materials, confers prizes and awards in recognition of outstanding achievement in the field, and carries on a broad educational program and other activities designed to help members work more effectively.

History News is an excellent source for the museum manager who wishes to be up to date on what is going on in Washington. The AASLH is an active museum lobbyist and this magazine is its communication link with its membership. This publication includes the announcement of seminars and grant opportunities, and articles relating to museum and collection management. Its feature stories about North American Museums and events are practical and descriptive. History News describes its audience as historical societies, museums, archives, and libraries.

The AASLH is well known for its Technical Leaflets which cover many issues of museum life. Formerly these leaflets were distributed within History News with reprints available. Bound, back dated copies of the journals will probably still contain these removeable pamphlets. Several years ago the AASLH separated the two publications. Now it is necessary to subscribe separately to the Technical Information Service which costs \$18 in addition to the regular membership fee.

TITLE : Humanities
GOV'T SOURCE : National Endowment for the Humanities
PUBLISHING DATE : since 1980, 6 issues per year (bi monthly)
SU DOCS NUMBER : NF 3.11
ITEM NUMBER : 831-B-1
MONTHLY CATALOG NUMBER : 84-1718 85-1316
ORDERING INFORMATION : Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (specify s/n 036-000-80003-8)
PRICE : \$14 per year

This is the official publication of the National Endowment for the Humanities. It is the best vehicle for current information regarding NEH activities, grant awards, deadlines, and other grant information. Especially helpful are the exemplary grant proposals which are included as examples. Also contains advice from the NEH to prospective grantees on how to make the best possible application. This easy to read, attractive periodical contains feature articles of interest to everyone regarding the activities of the NEH.

TITLE : Humanities Highlights
GOV'T SOURCE : National Endowment for the Humanities
PUBLISHING DATE : published occasionally
SU DOCS NUMBER : NF 3.10
ITEM NUMBER : 831-B-1
MONTHLY CATALOG NUMBER : none
ORDERING INFORMATION : Public Affairs Office, Room 409, NEH, 1100
Pennsylvania Ave. NW., Washington, D.C. 20506. Tel: (202)
786-0438.
PRICE : free

This occasional bulletin summarizes major findings of studies in the Humanities. Free copies are available to policy analysts, institutional administrators, and other interested parties on request. (unavailable for review by the author.)

TITLE : Library of Congress Information Bulletin
(formerly Information Bulletin)
GOV'T SOURCE : Library of Congress - Information Office
PUBLISHING DATE : published weekly
SU DOCS NUMBER : LC 1.18
ITEM NUMBER : 785-C
MONTHLY CATALOG NUMBER : 84-1646
ORDERING INFORMATION : Information Office, Library of Congress,
Washington, D.C. 20540
PRICE : free

This is a weekly bulletin, approximately 8 to 16 pages each issue, available free of charge to publicly supported libraries and research institutions, academic libraries, learned societies, and allied organizations in the U.S. Provides information on Library of Congress programs, management initiatives, events, preservation activity, publications, internships, personnel, etc.

TITLE : Management
GOV'T SOURCE : U.S. Office of Personnel Management
PUBLISHING DATE : published quarterly
SU DOCS NUMBER : PM 1.11/2
ITEM NUMBER : 290-C
MONTHLY CATALOG NUMBER : 84-1742
ORDERING INFORMATION : Superintendent of Documents, Government Printing
Office, Washington, D.C. 20402 (specify s/n 006-000-80001-7)
PRICE : \$13 per year

Although this magazine is not specifically geared towards museums, the museum manager may find it useful. It is designed to enhance the personnel management of government employees, but such tactics are universally useful. Article topics include management theory, employee retention, right to privacy, effective employee communication, and bibliographic resources on management.

TITLE : Museum News
NON-GOV'T SOURCE : American Association of Museums
PUBLISHING DATE : since 1923 - published bi-monthly (6x per year)
ORDERING INFORMATION : AAM, 1055 Thomas Jefferson St. NW., Washington,
D.C. 20007. Tel: (202) 338-5300
PRICE : \$24 per year, or included in membership fee (\$25 to more than
\$125)

The American Association of Museums is one of the oldest and most influential lobbyists in Washington. They have had a close working relationship with the government for many years. For example, in 1968 they were commissioned by the Federal Council on the Arts and Humanities to study the problems of American Museums. What they published became known as The Belmont Report of 1968 and it was life giving to the cause of public funding for museums. The AAM administers the Museum Assessment Program for the Institute of Museum Services, and in other ways works closely with Washington.

This publication would be most valuable to the museum manager. Articles focus on topics of new technology, policies, ethics, processes, computer applications, and other management issues. (see AVISO)

TITLE : National Preservation Report
GOV'T SOURCE : Library of Congress - National Preservation Program
Office
PUBLISHING DATE : since April 1979 - published 3x per year
SU DOCS NUMBER : LC 1.36
ITEM NUMBER : none
MONTHLY CATALOG NUMBER : 84-1655
ORDERING INFORMATION : Editor, NPR, Library of Congress, Washington,
D.C. 20540
PRICE : unavailable

Publication discusses national and international developments in the preservation, bibliographic control, and location of endangered and deteriorating library materials. (publication unavailable to author)

TITLE : Program Manager
GOV'T SOURCE : Department of Defense
PUBLISHING DATE : published monthly
SU DOCS NUMBER : D 1.60
ITEM NUMBER : 0304-B-01
MONTHLY CATALOG NUMBER : 84-905
ORDERING INFORMATION : unavailable
PRICE : unavailable

Published by the Department of Defense, it is the newsletter for defense systems management. Several of the article titles listed in Index to U.S. Government Periodicals seem universally helpful to all managers, museums included. Publication not available for viewing by the author.

TITLE : Prologue: Journal of the National Archives
GOV'T SOURCE : National Archives Trust Fund Board
PUBLISHING DATE : published quarterly
SU DOCS NUMBER : GS 4.23
ITEM NUMBER : (non-depository item)
MONTHLY CATALOG NUMBER : 84-1273
ORDERING INFORMATION : National Archives Trust Fund Board, Washington, D.C. 20408
PRICE : \$12 per year

This Journal is a particularly interesting publication, and appealing to the reader. It contains feature articles and essays on many topics of interest to the museum manager. Describes accessions, exhibits, news, publications, and resources at the National Archives. Also discusses preservation issues.

TITLE : The Smithsonian Torch (or Torch)
GOV'T SOURCE : Smithsonian Institution
PUBLISHING DATE : published monthly
SU DOCS NUMBER : SI 1.24
ITEM NUMBER : 910-A
MONTHLY CATALOG NUMBER : 84-1879, 80-1473
ORDERING INFORMATION : unavailable
PRICE : unavailable

Although unavailable for viewing by the author, this publication contains article titles which seem appropriate to the museum manager. Article titles can be located in Index to U.S. Government Periodicals. (see "Sources Used to Compile the Resource Guide") The author believes this to be an "in-house" publication of the Smithsonian.

Page 18

FUNDING SOURCES

National Endowment for the Arts

TITLE : Guide to the National Endowment for the Arts

GOV'T SOURCE : National Endowment for the Arts

PUBLISHING DATE : August 1985

SU DOCS NUMBER : NF 2.8:094/985

ITEM NUMBER : 831-B-2

ORDERING INFORMATION : Public Information Office, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Ave. NW, Washington, D.C. 20506. Telephone: (202) - 682-5400 TTY: (202) - 682-5496. Visually impaired write: Music Section, National Library Service for the Blind and Physically Handicapped, Library of Congress, Washington, D.C. 20542, telephone: (202) - 287-9254.

PRICE : free

The National Endowment for the Arts is one of the prime governmental funding sources available to museums. It receives 20,000 grant applications annually. This small booklet provides a complete overview to all funding options available. It does not provide the details on how to apply for funds, it simply provides information on what money is available, what types of projects are fundable, who can apply for money, and any special conditions (such as matching funds). In short, the purpose of the booklet is to help organizations determine their grant eligibility.

The NEA awards grants of three major types: (1) Non-matching fellowships to artists; (2) Matching grants to non-profit, tax exempt organizations; and (3) Matching grants to state and local arts agencies and regional arts groups. It takes six to eight months to review a grant, and applying by required deadlines is mandatory.

By law, the NEA may only support groups which comply with the following three points: (1) The organization must be tax-exempt; (2) The organization must comply with Title VI of the Civil Rights Act of 1964; Sec. 504 of the Rehabilitation Act of 1973; Age discrimination Act of 1975; and Title IX of the Educational Amendments of 1972; (3) The organization must compensate personnel on NEA projects at no less than the prevailing minimum wage (Title 29 Part 505). These requirements are detailed in the booklet on page 7.

Each program of interest within the NEA has its own staff and its own application forms. Only a few of the possible funding areas are included in this resource guide as a convenience to the museum professional. Please be aware these are only some of the options and that the booklet Guide to the NEA should be consulted for more details.

Page 19

Application information may be obtained in one of three ways: (1) Consult the Guide to the NEA; (2) Call the NEA telephone number listed above [(202) - 682-5400] or the specific number of one of the interest areas at the end of each paragraph listed below; or (3) Browse through a depository library in Su Docs Number NF 2.8:- (Item number B31-B-2).

FOLK ARTS - Supports and preserves the traditional arts of ethnic groups in the U.S. Includes media documentation and apprenticeships. Maximum grant \$40,000. Tel: (202) - 682-5449.

INTER-ARTS - Supports projects and institutions that cross the lines of individual arts disciplines. Funds organizations presenting such work, artist's colonies, and service organizations. Maximum grant \$50,000. Tel: (202) - 682-5444.

MEDIA ARTS - supports film, radio, tv programs. Supports artists in these fields and assisting organizations. Maximum grant \$50,000. Tel: (202) - 682-5452.

MUSEUMS - Funds projects of artistic significance. Organization must have been in existence two years. No funds for new construction or major structural modification. Grant amounts vary widely. Tel: (202) - 682-5442.

Funds projects in five areas:

(1) Special Exhibits - to develop, tour, or participate in group exhibitions.

(2) Museum Collections and Resources - for Utilization of Museum Resources from collections; to support cataloguing of permanent collections; for conservation planning, treatment, equipment or apprenticeships; for collection maintenance in areas of physical or environmental security; and special projects.

(3) Professional Development - for museum training of interns, apprentices, mid career professionals, and graduate students in museums.

(4) Fellowships for Museum Professionals - enables professionals to research, travel, write, work elsewhere, or improve professional credentials. May not earn a degree.

(5) Visiting Specialists - to engage outside consultants in collection surveys, computers, libraries, and membership or fundraising.

VISUAL ARTS - provides fellowships to artists in a wide range of visual media (conceptual, performance, video, new genres, painting, printmaking, drawing, artists books, photography, sculpture, and crafts) and to groups who further such work. Also funds art in public places. Maximum grant \$50,000. Tel: (202) - 682-5448

Office for Public Partnership - funds state and regional programs and the Locals Test Program. Tel: (202) - 682-5441.

Challenge Grants - to launch major fundraising campaigns which strengthen long term institutional capacity and enhance artistic quality. Maximum grant \$1,000,000. Tel: (202) - 682-5436.

TITLE : 1984 Annual Report
GOV'T SOURCE : National Endowment for the Arts
PUBLISHING DATE : March 1985
SU DOCS NUMBER : NF 2.1:1984
ITEM NUMBER : 831-B-2
ORDERING INFORMATION : same as first listing Guide to the NEA
PRICE : unavailable

Lists endowment grantees by discipline, grant amounts, and brief descriptions for fiscal year ending Sept 30, 1984.

TITLE : Business and the Arts: How they meet the Challenge
GOV'T SOURCE : National Endowment for the Arts
PUBLISHING DATE : August 1984
ORDERING INFORMATION : same as first listing Guide to the NEA
PRICE :

Case studies illustrate how cooperative efforts between arts organizations and corporations or businesses develop and provide mutual benefits.

TITLE : Test Program of Support for Local Arts Agencies: A Guide for Funding Years 1986 and 1987
GOV'T SOURCE : National Endowment for the Arts
PUBLISHING DATE : December 1984
SU DOCS NUMBER : NF 2.8:1T 28/986-87
ITEM NUMBER : 831-B-2
ORDERING INFORMATION : same as first listing Guide to the NEA
PRICE : unavailable

This NEA program is more familiarly known as the Locals Test Program. Its purpose is to increase and sustain funding from state and local governments. Grants are usually 3 way matching funds (1:1:1) by the NEA, State, and Local Resources.

Funds are awarded in three areas:

- (1) Direct grants to local arts agencies to support arts organizations and artists in a community;
- (2) State - Local Partnership Grants awarded to local arts agency consortiums;
- (3) Services to the Field grants to national, regional, or state associations of local arts agencies, and colleges or universities, for the purpose of providing specific services, technical assistance, professional development, and continuing education programs on a regional or national basis for local arts agency personnel.

TITLE : Advancement II: Design Arts, Expansion Arts, Inter Arts, Museums
GOV'T SOURCE : National Endowment for the Arts
PUBLISHING DATE : November 1984
SU DOCS NUMBER : NF 2.8:Ad 9/985
ITEM NUMBER : 831-B-2
ORDERING INFORMATION : same as first listing Guide to the NEA
PRICE : free

This grant program is intended to help an arts organization strengthen its institutional capacity over a long period of time, and to plan its development in a systemic and coherent way. Priority is given to organizations with a record of accomplishments and with national or regional significance. Applicants must have an annual operating budget of at least \$100,000, a paid staff, at least a five year history, and other requirements.

Support is primarily the delivery of technical assistance in planning, management, and fundraising by trained and experienced Field Consultants provided by the Advancement Program. Examples of such assistance are: multi year planning, developing an institutional approach to management, fundraising, board effectiveness, financial systems and reporting, public relations, programs, and facilities.

Institute of Museum Services

TITLE : 1985 Conservation Project Support: Grant Application and Information
GOV'T SOURCE : Institute of Museum Services
PUBLISHING DATE : [1985]
SU DOCS NUMBER : NF 4.2:C 76/985
ITEM NUMBER : 290-N-1
MONTHLY CATALOG NUMBER : none
ORDERING INFORMATION : Institute of Museum Services, Room 609, 1100 Pennsylvania Ave., NW, Washington, D.C. 20506. Tel: (202) 786-0539
PRICE : Free

The Institute of Museum Services (IMS), an independent agency within the Executive Branch, was established by an act of Congress in 1976 (National Museum Act of 1976) to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. This grant program is intended to help an arts organization strengthen its institutional capacity over a long period of time, and to plan its development in a systematic and coherent way.

Priority is given to organizations with a record of accomplishments and with national or regional significance. Applicants must have an annual

operating budget of at least \$100,000, a paid staff, at least a five year history, and other requirements.

Support is primarily the delivery of technical assistance in planning, management, and fundraising by trained and experienced Field Consultants provided by the Advancement Program. Examples of such assistance are: multi year planning, developing an institutional approach to management, fundraising, board effectiveness, financial systems and reporting, public relations, programs, and facilities.

The policies, programs, and awards of the IMS are determined by the National Museum Services Board, a Presidentially appointed body of 15 voting members. The IMS functions under the administrative umbrella of the National Foundation on the Arts and Humanities.

The IMS has a unique feature among federal grantors to museums. It is the only federal agency which will award grants for regular operating expenses such as secretarial salaries and power bills. Other federal grantors are more concerned with enhancing program and collections.

IMS awards grants through a number of separate programs (1) General Operating Support; (2) Conservation Project; (3) Museum Assessment Program; and (4) Museum Assessment Program II (for collections assessment). Each program has separate application procedures which can be obtained from the IMS.

Publications by the IMS are difficult to locate using the normal routes of access. Interested museum managers may visit a depository library and browse through two SU Docs sections. As of 1985 the IMS is located by SU Docs series number NF 4.2: . Prior to that time it had its own number, MuS 1.2. Chances are the results of browsing will be fruitless or extremely limited. It is for that reason that museum managers are advised to write or call the IMS directly for a bibliography.

For information on the Museum Assessment Programs, which are administrated by the American Association of Museums, interested museum managers are asked to contact the AAM, 1055 Thomas Jefferson St. NW, Washington, D.C. 20007. Tel: (202) 338-5300.

National Foundation for the Humanities

TITLE : Overview of Endowment Programs for 1985-86

GOV'T SOURCE : National Endowment for the Humanities

PUBLISHING DATE : [March 1985]

SU DOCS NUMBER : NF 3.2:P 94/7/985-86

ITEM NUMBER : 831-B-1

ORDERING INFORMATION : National Endowment for the Humanities, 1100

Pennsylvania Ave., NW, Washington, D.C. 20506 Tel: (202) 786-0438

TDD: (202) 786-0282

PRICE : free

The National Endowment for the Humanities (NEH) is an independent agency of the federal government which was created by the National Foundation on the Arts and Humanities Act of 1965. It is one of the largest grantors to the arts in the federal government. This small booklet describes the agency, its programs, and how to get application forms to apply for grants.

Grants are made through 5 divisions: Education Programs, Fellowships and Seminars, General Programs, Research Programs, and State Programs. Grants are also made through 2 offices: Office of Challenge Grants and the Office of Preservation.

The NEH is governed by the National Council on the Humanities, a group of 26 citizens nominated by the President and approved by the Senate. The NEH falls under the administrative umbrella of the National Foundation on the Arts and Humanities.

The goals of the NEH are threefold: scholarship, research, and education. There are two requirements for funding. (1) Projects must have significance to learning in the humanities and (2) projects must have excellence in concept and in their likelihood for success.

The NEH will fund a wide spectrum of projects such as (1) interpretive museum exhibitions, catalogs, or guides to permanent collections; (2) reading and discussion groups in libraries; (3) symposia and panel discussions on humanities; and (4) publication of reference material.

The purpose of the Challenge Grants program is to strengthen the financial base of the nation's museums, libraries, cultural organizations, and other institutions engaged in the study and preservation of the humanities.

The Office of Preservation was established in 1985 to address the problem of physical deterioration of humanities resources by focusing current efforts and stimulating new efforts to undertake significant preservation activities. It is especially interested in the preservation of the nation's newspapers.

Museum managers interested in publications by the NEH should contact the above address or browse through the Superintendent of Documents class number NF 3 at any depository library.

TITLE : NEH Annual Report

GOV'T SOURCE : National Endowment for the Humanities

PUBLISHING DATE : April 1985

SU DOCS NUMBER : NF 3.1:984

ITEM NUMBER : 831-B-1

ORDERING INFORMATION : same as Overview, printed above

PRICE : unavailable

Annual Report which provides brief descriptions of Endowment programs and policies as well as a complete listing of all Endowment grants and awards for the fiscal year.

In Fiscal Year 1984 the NEH received 8,372 applications and awarded 2,344 grants totaling \$144 million.

TITLE : Support for Museums and Historical Organizations
GOV'T SOURCE : National Endowment for the Humanities
PUBLISHING DATE : [1983]
SU DOCS NUMBER : NF 3.2:M 97/2
ITEM NUMBER : 831-B-1
ORDERING INFORMATION : from the NEH. address listed in Overview...
above
PRICE : unavailable

Explains the types of projects that each of the five NEH divisions and two offices fund. Particularly aimed toward the museum audience.

National Museum Act

TITLE : National Museum Act Grant Programs
GOV'T SOURCE : Smithsonian Institution - National Museum Act
PUBLISHING DATE : [Sept. 1983]
SU DOCS NUMBER : SI 1.20:M 21/2/984
ITEM NUMBER : 909-D
MONTHLY CATALOG NUMBER : 84-5717
ORDERING INFORMATION : National Museum Act, Arts and Industries
Building, Smithsonian Institution, Washington, D.C. 20560. Tel:
(202) 357-2257
PRICE : free

The National Museum Act of 1966 (20 U.S.C. 65a) as amended, makes possible a continuing study of museum problems and opportunities, both in the U.S. and abroad. It also encourages research in museum philosophy and techniques, and provides support for training career employees in museum practices.

This booklet outlines the major areas of the National Museum Act program and describes how to obtain grants applications. Major attention is given to proposals dealing with museum conservation - study, research, and training.

The National Museum Act operated five programs: (1) Graduate/Professional Education and Training; (2) Museum Internships; (3) Stipends to Individuals for Conservation Studies; (4) Special Studies and Research; (5) Seminars; and (6) Services to the Field. It takes at least 4 months to review applications.

MANAGERIAL CONCERNS

TITLE : Cultural Resources Management Handbook
GOV'T SOURCE : U.S. Department of the Interior - U.S. Fish and Wildlife
Service - Office of Public Use Management
PUBLISHING DATE : September 1985
SU DOCS NUMBER : I 49.6/2:C 89
ITEM NUMBER : 612-E
MONTHLY CATALOG NUMBER : not yet in monthly catalog
ORDERING INFORMATION : unavailable
PRICE : unavailable - not yet in PRF

Looseleaf style notebook designed to assist U.S. Fish and Wildlife Service (referred to as simply "Service") personnel in managing historical and cultural sites within Service property. Cultural Resource is defined in the publication as any "fragile and non-renewable properties, including any district, site, building, structure, object significant in American History, architecture, archaeology, engineering, or culture. These resources are significant for the information they contain or the associations they have with past people, events, or lifeways."

The thrust of the notebook is the historical structure itself, not its collections or holdings. Covers the areas of surveying property to determine historical worth, intensive inventorying, National Register information, National Historic Landmarks information, managerial concerns, job descriptions, how to stay current on literature and changes (updating), and federal codes and regulations effecting management of such a site.

This notebook would be especially useful for any museum manager who is responsible for an historical building, especially if application to the National Register of Historic Places is being contemplated.

The bibliography of resources, most of them published by the Federal government, is extensive. Many issues of preservation, maintenance, and management are included. Obtaining this book for just the references would be worth the effort.

TITLE : Directory of Minority Arts Organizations
GOV'T SOURCE : National Endowment for the Arts - Civil Rights Division
PUBLISHING DATE : Dec. 1982
SU DOCS NUMBER : NF 2.2:M 66
ITEM NUMBER : 851-B-2
MONTHLY CATALOG NUMBER : 83-16063
ORDERING INFORMATION : from the NEA, address in Guide to the NEA
printed above
PRICE : unavailable

Lists "non-profit performing groups, presenters, museums, galleries, arts centers, and community centers with significant arts programming, which have leadership and constituency that is predominantly Asian-American/Pacific Islander, Black, Hispanic, Native American, or multi racial." (p.1) List is organized geographically.

TITLE : How to Complete National Register Forms
GOV'T SOURCE : U.S. Department of the Interior - U.S. Fish and Wildlife Service - Historic Preservation Office
PUBLISHING DATE : 1977
SU DOCS NUMBER : unavailable
ITEM NUMBER : unavailable
MONTHLY CATALOG NUMBER : none
ORDERING INFORMATION : available from Regional Historic Preservation Offices (listed in Preservation: Tax Incentives printed below, or write: Interagency Resources Division, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240.
PRICE : unavailable

Forms are designed to assist U.S. Fish and Wildlife Personnel in completing the necessary forms for inclusion in the National Register of Historic Places. (not available for review by the author)

TITLE : Manager's Handbook
GOV'T SOURCE : Office of Personnel Management
PUBLISHING DATE : Spring 1981
SU DOCS NUMBER : PM 1.8:M31/981
ITEM NUMBER : 296-B
MONTHLY CATALOG NUMBER : none
ORDERING INFORMATION : Office of Public Affairs, Office of Personnel Management, Washington, D.C. 20415.
PRICE : unavailable

Although this handbook is designed to guide federal managers, the museum manager will find its principles and information appropriate. It provides general rules and the basis for good personnel management. Such topics as performance appraisals, compensation, classifying jobs,

hiring/promoting, benefits, affirmative employment, and ethics are of use in the museum setting.

There is a large bibliography of governmental and non-governmental publications on personnel relations. The glossary of definitions is especially well done and would be very helpful.

TITLE : Manual for Museums
GOV'T SOURCE : U.S. Department of the Interior - National Park Service
AUTHOR : Ralph H. Lewis
PUBLISHING DATE : 1976
SU DOCS NUMBER : I 29.9/2:M97
ITEM NUMBER : 648-A
MONTHLY CATALOG NUMBER : unavailable
ORDERING INFORMATION : Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. (specify s/n 024-005-00643-5)
PRICE : \$4.70

This publication is meant to provide curatorial standards and to serve as a reference not only for National Park Service historical sites, but for museums everywhere. It covers many topics of interest such as collecting artifacts and using the collection, museum records, caring for and protecting Historic structure museums, and exhibit maintenance and replacement. A very valuable guide for any museum manager.

TITLE : Museums USA: A Survey Report
GOV'T SOURCE : National Endowment for the Arts
AUTHOR : National Research Center of the Arts, Inc.
PUBLISHING DATE : 1975
SU DOCS NUMBER : NF 2.2:M 97/5
ITEM NUMBER : 831-B-2
MONTHLY CATALOG NUMBER : unavailable
ORDERING INFORMATION : Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. (specify s/n 036-000-00025-2)
PRICE : \$7.70

A very interesting set of research statistics prepared by the National Research Center of the Arts, Inc., under contract to the NEA. This is the first comprehensive research done on the status of museums since The Belmont Report of 1968.

Areas researched include museum formation, characteristics, distribution of museums, purposes and functions, priorities, personnel, trustees, programs, collections, accessibility, attendance, facilities, finances and budget. The museum manager would find this telephone size book helpful for setting policy and mission statements, and to compare his/her museum to national statistics.

Page 28

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TITLE : Museums USA: Highlights
GOV'T SOURCE : National Endowment for the Arts
PUBLISHING DATE : 1975
SU DOCS NUMBER : NF 2.2:M 97/4
ITEM NUMBER : 831-B-2
MONTHLY CATALOG NUMBER : unavailable
ORDERING INFORMATION : Superintendent of Documents, Government Printing
Office, Washington, D.C. 20402. (specify s/n 3600-00016)
PRICE : \$0.60

A brief pamphlet which summarizes key findings of Museums USA: A Survey Report, (listed above) a major piece of museum research.

TITLE : Museums USA
GOV'T SOURCE : National Endowment for the Arts
PUBLISHING DATE : 1975
SU DOCS NUMBER : NF 2.2:M 97/2
ITEM NUMBER : 831-B-2
MONTHLY CATALOG NUMBER : Unavailable
ORDERING INFORMATION : Superintendent of Documents, Government Printing
Office, Washington, D.C. 20402. (specify s/n 036-000-00024)
PRICE : \$4.40

A smaller paperback that Museums USA: A Survey Report listed above, it is the NEA's compilation and interpretation of the survey's data. It presents the detailed findings in narrative and graphic format. Museum Managers will find it especially helpful in the areas of policy setting, attendance (including accessibility and admission fees), collections and exhibitions, trustees, personnel, facilities, and finances. The charts and graphs are well done and easy to interpret.

TITLE : Preservation: Tax Incentives for Historic Buildings
GOV'T SOURCE : U.S. Department of the Interior - National Park Service
PUBLISHING DATE : [1984]
SU DOCS NUMBER : I 29.2:P 92/5
ITEM NUMBER : 648
MONTHLY CATALOG NUMBER : 85-2073
ORDERING INFORMATION : Write (or call) Preservation Tax Incentives,
National Park Service at one of the following five regional
addresses:
(1) (Alaska Region) 2525 Gambell St., Rm 107, Anchorage, Alaska
99503 tel: (907) 271-4230;
(2) (Mid-Atlantic Region) 600 Arch St., Philadelphia, Penna.
19106 tel: (215) 597-2283;

Page 29

(3) (Rocky Mountain Region) 655 Parfet St., P.O. Box 25287,
Denver, Colo. 80225 tel: (303) 234-2560;
(4) (Southeast Region) 75 Spring St. SW, Atlanta, Ga 30303 tel:
(404) 221-2633; or
(5) (Western Region) 450 Golden Gate Ave., P.O. Box 36063, San
Francisco, Calif. 94102 tel: (415) 556-7741.

PRICE : unknown

This pamphlet describes the tax advantages of preserving historic buildings. It provides many references to the Internal Revenue Code, tax laws, and legislation affecting this area. Such options as certified historic structures, registered historic district, and National Register of Historic Places are discussed.

TITLE : Problems on the Job: A Supervisor's Guide to Coping
GOV'T SOURCE : Office of Personnel Management
PUBLISHING DATE : 1979
SU DOCS NUMBER : PM 1.8:P 94
ITEM NUMBER : 296-B
MONTHLY CATALOG NUMBER : unavailable
ORDERING INFORMATION : Superintendent of Documents, Government Printing
Office, Washington, D.C. 20402. (specify s/n 006-000-01067-9)
PRICE :

A small pamphlet which presents the basics of coping with personnel problems. This is not a who to call brochure, rather is discusses the philosophy of when to intervene in a problem, what to do, and what not to do. All are management concepts important to the museum manager.

TITLE : Procedures for Salvage of Water Damaged Library Materials (part
of series entitled: Library of Congress Publications on
Conservation of Library Materials)
GOV'T SOURCE : Library of Congress
AUTHOR : Peter Waters, Restoration Officer
PUBLISHING DATE : 2nd ed. 1979
SU DOCS NUMBER :
ITEM NUMBER :
MONTHLY CATALOG NUMBER :
ORDERING INFORMATION : Restoration Office, Library of Congress,
Washington, D.C. 20540
PRICE : unavailable

Pamphlet discusses the techniques of vacuum and freeze drying and rebinding. Museum managers will find this publication useful in disaster planning and budgeting. Includes lists of resources, including experts.

According to the pamphlet, the Restoration office is ready to serve as an information center and, if needed, as a coordinating agency for emergency salvage efforts.

Page 31

SOURCES USED TO PREPARE THE RESOURCE GUIDE * **

NOTE TO USER: Researching in these indexes is complicated by the breadth of the topic "Museum Management." If the user wishes to update this search or increase its scope he/she is advised to look under the following subject headings:

- Arts
- Museums
- Preservation
- Archives
- History/historical
- Libraries
- Federal Aid to Museums
- Smithsonian Institution
- National Foundation on the Arts and Humanities
- National Endowment for the Arts
- National Endowment for the Humanities
- Endowment for the Arts/Humanities
- National Register
- Disaster Planning
- Funding
- Grants

It is also helpful to look under "management" and as many managerial concepts as needed, such as information resource management, personnel, budgeting, record keeping, scheduling, and security. The user will not find topics specific to the museum manager, but will find universal management concepts which can be applied to museums.

SOURCES

American Statistics Index: A Comprehensive Guide to the Statistical Publications of the U.S. Government. Washington, D.C.: Congressional Information Service, Inc., 1975- .

CIS Annual . Washington, D.C.: Congressional Information Services, Inc., 1984- .

CIS Federal Register Index . Bethesda, Md: Congressional Information Service, Inc., 1983- .

Cumulative Title Index to U.S. Public Documents 1789-1976 . Arlington, Va.: U.S. Historical Documents, Inc., 1976.

Government's Programs and Projects Directory . Anthony T. Kruzas and Kay Gill, eds. 1st ed. Detroit: Gale Research Co., 1983.

Index to U.S. Government Periodicals . Chicago: Infodata International, Inc., 1982- .

Information USA . Matthew Lesko, ed. New York: Viking Press, 1983.

List of Classes of United States Government publications available for selection by Depository Libraries . Washington, D.C.: GPO, 1984 and 1985.

Hillsaps, Daniel. National Directory of Grants and Aid to Individuals in the Arts . 5th ed. Washington, D.C.: Washington International Arts Letter, 1983.

Monthly Catalog of United States Government Publications . Washington, D.C.: Superintendent of Documents, Government Printing Office, 1976- .

United States Government Manual 1984/85 . Washington, D.C.: Office of the Federal Register, National Archives and Records Service, General Services Administration, May 1, 1984.

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*The dates provided for each index do not indicate the inclusive years of publication. They do indicate which years were searched for this resource guide.

**The government publications listed in the body of this resource were also used as sources for information and additional listings.

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APPENDIX A

Federal Depository Libraries

Page 34